



## Oxford Township BOE Meeting Minutes July 20, 2017

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Date	Work Session	Regular	Executive
June 22, 2017		X	X

Passed with unanimous voice vote.

2) ADMINISTRATIVE REPORTS

a) Chief School Administrator – Robert Magnuson reported on the following topics:

- 1) Personnel discussions
- 2) Comprehensive Equity Plan and policies are up to date
- 3) Summer Reading and Math
- 4) Recycling Changes
- 5) CSA Action Plan and Board Goals for 2017-2018 – Mr. Norton asked BOE members to read the board goals and have a discussion on them at the August board meeting.
- 6) Supply lists are on the website
- 7) ESY Updates

b) Business Administrator – Nancy DeRiso discussed the following:

- 1) Next Board Meeting – Thursday, August 17 2017
- 2) Correspondence
  - a. Audit engagement letter from Ardito & Co., LLP
  - b. Thank you letter to the OCS PTA.
  - c. Thank you letter to the Oxford Volunteer Fire Department.
  - d. Thank you letter to National Kitchen and Bath Association.
  - e. Thank you letter to Mr. William Muller of Muller Toyota.
- 3) Prior Month’s Interest –
  - a. Capital Account \$1.98; NJCM \$251.55
- 4) Cafeteria Net (Loss)/Income – June 2017: (\$1,238.29) YTD: \$2,472.47
- 5) Average Daily Enrollment June YTD = 292.2, Average Daily Attendance YTD 96.2%

Enrollment:	June
Oxford Central School (PreK – 8)	292
Warren Hills Regional High School	97
Warren County Vo-Tech	16
Out of District	
Warren County Special Services	1
Northern Hills Academy	1
Hunterdon Prep	1
Hunterdon Polytech	0.5
Warren Hills Middle School	1
Home Instruction	1

## Oxford Township BOE Meeting Minutes July 20, 2017

---

Non-Public	5
Other School Choice District	2
Ridge & Valley Charter School	4
<b>Total District Enrollment</b>	<b>421.5</b>

3) PUBLIC COMMENT – Policy No. 1120 “Board of Education Meetings”

- a) Residents are invited to respectfully share their concerns, comments and suggestions regarding items on this agenda. None

4) BUDGET & FINANCE

Gerald Norton, Chairperson

a) Discussion items:

- 1) Ms. DeRiso discussed the use for the additional state aid for 2017-2018 – charter school payment.
- 2) Ms. DeRiso noted the audit will take place August 23<sup>rd</sup> and 24<sup>th</sup>.

b) Action items:

Motion By Mrs. Koufodontes, Second By Mrs. Miller to approve the following resolutions:

- 1) Approve the June 2017 A-149 schedule delineating account activity and account reconciliation.
- 2) Motion to acknowledge receipt of the monthly certification of the Board Secretary for June 2017 in accordance with N.J.A.C.6A:23A-16.10 (c) 3, and after review of the **DRAFT** Board Secretary’s and Treasurer’s June 2017 Reports, certify that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(b) and that sufficient funds are available to meet the District’s financial obligation for the remainder of the fiscal year.
- 3) Approve the Business Administrator’s monthly report of transfers for June 2017 as itemized documenting transfers in accordance with N.J.S.A. 18A:22-8.1.
- 4) Approve the Food Service Checks Written and Bank Reconciliation for the period June 2016.
- 5) Approve the Agency Bill List & Bank Reconciliation for the period June 2017.
- 6) Approve the Payroll Bank Reconciliation for the period June 2017.
- 7) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period June 2017.
- 8) Approve the Student Activity Bill List & Bank Reconciliation for the period June 2017.
- 9) Approve the issuance of warrants (checks) for the payment of the items on the June 2017 Accounts Payable Bill list, of \$92,542.35 and approve the June list of ACH payments, including one June payroll, in the amount of \$162,668.78.
- 10) Approve a non-binding letter of intent to purchase email archiving services from Goggle.Net, Inc. at an annual cost of \$1,020.00 for the 2017-2018 school year.
- 11) Rescind approval of a 2017-2018 tuition contract Attachment A between the Oxford Township Board of Education (receiving district) and the White Township Board of Education previously approved June 22, 2017.
- 12) Approve a 2017-2018 tuition contract between the Oxford Township Board of Education (receiving district) and the White Township Board of Education (sending district) for one student spending a partial day in Grades two and the autism classroom at a blended annual tuition rate of \$14,488.90 plus additional expenses to be billed as per an updated Attachment A of the contract attached.
- 13) Approve a tuition contract with Warren Hills Board of Education to send 94 regular education students to Warren Hills Regional High School at a tuition rate of \$14,616 per student for a total annual cost of \$1,373,904.00 for the 2017-2018 school year.

## Oxford Township BOE Meeting Minutes July 20, 2017

---

- 14) Approve tuition contracts with Warren Hills Board of Education to send student ID # 8576034277, 4356509214, 8493645549, and 6914335659 to Warren Hills Regional High School's LD Program at a tuition rate of \$24,580 per student for a total of \$98,320.00 for the 2017-2018 school year.
- 15) Approve a tuition contract with Warren Hills Board of Education to send student ID #9553159645 to Warren Hills Regional High School's MD Program at a tuition rate of \$32,688 for the 2017-2018 school year and also to the July 2017 ESY MD Program at a tuition cost of \$3,268.80. Both programs will bill additional services separately.
- 16) WHEREAS, "The Electric Discount and Energy Competition Act," P.L. 1999, c. 23 authorizes the New Jersey School Boards' Association to obtain electricity and other energy-related services for individual local boards of education on an aggregated basis; and WHEREAS, N.J.S.A. 18A:18A-11 authorizes local district boards of education to enter into cooperative pricing agreements; and WHEREAS, the Alliance for Competitive Energy, hereinafter referred to as "ACES," has offered voluntary participation in a cooperative pricing system for the group purchase of electricity; and WHEREAS, the (insert name of local district board of education) in the county of (insert county name), State of New Jersey, desires to participate in the ACES Cooperative Pricing System. NOW, THEREFORE, BE IT RESOLVED on the 20<sup>th</sup> of July 2017 by the Oxford Township Board of Education, county of Warren, State of New Jersey, as follows:

This RESOLUTION shall be known and may be cited as the "ACES Cooperative Pricing Resolution of the Oxford Township Board of Education."

Pursuant to the provisions of N.J.S.A. 18A:18A-11, the School Business Administrator, Nancy DeRiso, is hereby authorized to enter into the ACES Cooperative Pricing System Agreement.

- 17) WHEREAS the Oxford Township Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS the board of education has determined that the training and/or informational programs set forth below are directly related to and within the scope of employee and board members' duties; and

WHEREAS, the board of education has determined that the school district travel expenditures for the following programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes; and

WHEREAS the board of education finds that a mileage reimbursement rate equal to that of the NJ OMB circular guide reimbursement rate of .31 per mile is a reasonable rate; and

WHEREAS, the board of education has determined that participation in the listed training and informational programs are in compliance with the district policy on travel; therefore be it

RESOLVED that the board of education hereby approves the attendance of the listed employees or school board members at the listed training or informational programs, and the costs of

## Oxford Township BOE Meeting Minutes July 20, 2017

---

attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and be it further

RESOLVED that the Oxford Township Board of Education authorizes in advance, as required by statute, attendance at the following training programs and informational events:

(SEE ATTACHED LIST OF TRAVEL DATES & LOCATIONS)

Ayes: 6            Nays: 0    Abstain: 0            Absent: 1

### 5) NEGOTIATIONS

#### a) Discussion Items

- 1) Mrs. Koufodontes and Mr. Norton stated they would talk about negotiations before beginning meetings.

### 6) BUILDINGS & GROUNDS

#### a) Discussion Items

- 1) Ms. DeRiso reported that a contractor had visited the school this week to review the natural gas line pipes to be replaced – quotes are due in shortly. She also noted that the fire inspection deadlines for compliance were moved out to August 1<sup>st</sup> and the work should be completed by that time.
- 2) Mr. Magnuson reported that summer work was on schedule and that a mold remediation project is beginning in two classrooms.

#### b) Action items:

Motion by Mrs. Koufodontes, seconded by Mr. Lewis-Lahey, to approve the following resolution(s):

- 1) Approve the acceptance of approximately 8 chairs donated by Mueller Toyota.

Ayes: 6    Nays: 0    Abstain: 0    Absent: 1

The board voted by unanimous voice vote to table resolution number 2 regarding natural gas line emergency repair work. The board also agreed to hold a special meeting on Thursday, July 27<sup>th</sup> at 7:00 PM for the purposes of discussing this project.

### 7) CURRICULUM

#### a) Discussion Items

- 1) Mr. Magnuson reviewed the 2015-2016 Local District Special Education Report that was attached to the agenda.

#### a) Action items:

Motion by Mrs. Koufodontes, seconded by Mrs. Taranto, to approve the following resolution(s):

- 1) Approve the attached 2017-2018 Statement of Assurance for the Comprehensive Equity Plan.

Ayes: 6            Nays: 0            Abstain: 0            Absent: 1

### 7) PERSONNEL

#### a) Discussion Items

- 1) None

#### b) Action items:

Motion by Mrs. Koufodontes, seconded by Mrs. Taranot, to approve the following resolution(s):

- 1) Approve the appointment of Alexis Haggerty as after-care assistant at the hourly rate of \$10.50 per hour, for up to 3 hours per day, for a maximum of \$5,775 for the 2017-2018 school year.
- 2) Approve Alyssa Ritter as a long-term substitute teacher for fourth grade to temporarily replace Rose Solomon at a pro-rated annual salary of Step A/BA \$48,590.

## Oxford Township BOE Meeting Minutes July 20, 2017

---

- 3) Approve Stephanie Holmes as a long-term substitute teacher for fourth grade to temporarily replace Heather Dowd at a pro-rated annual salary of Step A/BA \$48,590.
- 4) Approve Kate Henry as eighth grade language arts teacher Step B/BA at an annual salary of \$48,990 for the 2017-2018 school year.
- 5) Approve Kelsey Halloran as a long-term substitute speech language specialist Step A/ Master's at an annual salary of \$51,065 for the 2017-2018 school year.
- 6) Approve Maryann Heroux as part-time(0.5 FTE) special education teacher Step A/ BA+15 annual salary of \$24,670 for the 2017-2018 school year.
- 7) Approve Rachel Chiara to be to be paid \$550 in June 2018 for being a mentor for Kelsey Halloran. The fee will be funded by payroll deductions from Kelsey Halloran's pay over the course of the year.
- 8) Approve payment of 2016-2017 merit to to Robert Magnuson following evaluation and review conducted at the June 22, 2017 Executive Session Meeting as follows:
  - \$1,285 plus \$500 for effort on goal one
  - \$2,210 for goal two
  - \$1,040 for three a
  - \$1,040 for three b
 For a total of \$6,075 merit bonus to be paid July 2017

Ayes: 6 Nays: 0 Abstain: 0 Absent: 0

### 8) TRANSPORTATION & CAFETERIA

- a. Discussion Items
  - 1) Mrs. Koufodontes asked about the status of the problem with the driver of school bus number two and Mr. Magnuson replied that they would not be driving any of our busses again.
- b. Action items:
 

Motion by Mrs. Koufodontes, seconded by Mrs. Taranto, to approve the following resolution(s):

  - 1) RESOLVED, that the Oxford Township Board of Education renew a contract, at 0.3%, (CPI per diem price increase) for transportation for the 2017-2018 school-year with GST Transport Corp. for the following routes:

Destination	Route #	# of Days	Cost Per Diem	Annual Contract
Warren Hills H.S.	WH001	182	\$76.20	\$13,868.02
Warren Hills H.S.	WH002	182	\$76.20	\$13,868.02
Oxford Central	OC001	182	\$76.20	\$13,868.02
Oxford Central	OC002	182	\$76.20	\$13,868.02
Oxford Central	SE001	182	\$95.48	\$ 17,376.55
Oxford Central	SE002	182	\$61.37	\$ 11,169.99
Oxford Central	ESY001	19	\$113.34	\$ 2,153.44

# Oxford Township BOE Meeting Minutes July 20, 2017

---

Ayes: 6 Nays: 0 Abstain: 0 Absent: 0

## 10) POLICY

### a. Discussion Items

1) None

### b. Action Items

Motion by Mrs. Koufodontes, seconded by Mr. Lewis-Lahey, to approve the following resolution(s):

- 1) 6010 Goals and Objectives: Updated bullets C and D to reflect current code, added a bullet for STEAM initiatives, added F for equity requirements, ESSA
- 2) 6121 Non-Discrimination: ESSA
- 3) 6122 Articulation: NJSLS
- 4) 6141 Curriculum Design and Development: Revised the introduction to include the standards from code, added two new code/ statute references, added section title *Criteria for Curriculum Approval*, and revised bullet "P" to include electronic Textbooks and other materials.
- 5) 6141.2 Recognition of Religious Beliefs and Customs: ESSA
- 6) 6142 Subject Fields: A few legal references changed to represent statute changes, NJSLS, changed some standards referenced to 21<sup>st</sup> Century Life and careers Standards.
- 7) 6142.1 Family Life Education: NJSLS
- 8) 6142.2 English as a Second Language Education: I had to update the school year dates and reference the 3-year plan. This is submitted and then verified annually via the Statement of Assurance process to show that we do not hit the minimum threshold for 20 students to hold a full-time ESL program.
- 9) 6142.4 Physical Education/ Health and dating Violence: A bunch of new legal standards to replace outdated statutes primarily for Suicide Prevention and Dating Violence, NJSLS.
- 10) 6142.6 Basic Skills: Student PARCC mastery level may be utilized as an ancillary score in the 2017-2018 school year for GATE (this is a change from two years ago. It is a last resort score for GATE selection), NJSLS.
- 11) 6142.10 Technology/ Student Internet Use: ESSA, changing the student passwords at mid-year.
- 12) 6142.13 HIV prevention and Education: ESSA
- 13) 6142.14 Career Education: ESSA, new legal references
- 14) 6143 Curriculum Guides: NJSLS, Legal references.
- 15) 6145 Extracurricular Activities: added a paragraph pertaining to equity, a legal reference added and one deleted, edited the last paragraph of the firsts section to be more consistent with the comprehensive equity plan assessment.

## Oxford Township BOE Meeting Minutes July 20, 2017

---

- 16) 6145.1/6145.2 Intramural and Interscholastic Competition: added a section titled Equality and Equity on Athletic Programs, legal reference changes.
- 17) 6146.2 Promotion/ Retention: ESSA
- 18) 6147 Standards of Proficiency: ESSA and Legal reference changes
- 19) 6147.1 Evaluation of Individual Student Progress: ESSA and NJSLS
- 20) 6160 Instructional Services and Resources: ESSA
- 21) 6162.5 Research: Legal reference changes, ESSA, Added bullet "I" of text to reference SSN, deleted first paragraph under the bullet list and reworded the next paragraph to cover confidentiality, added a section titled Parent/Guardian Notification.
- 22) 6163.1 Media Center: Legal references, added Child Internet Protection Act (CIPA) in legal references, added text regarding giving students services for the library and access to computers and instructional materials
- 23) 6164.4 Child Study Services: Legal reference changes, added text to include the make-up of the CST, added a sentence about CST decisions regarding parents, replaced sections titled Disaffected Students and Disruptive students with one section titled Students at Risk to be consistent with code changes.
- 24) 6171 Special Education Instruction: ESSA and NJSLS
- 25) 6171.1 Remedial Instruction: ESSA and NJSLS
- 26) 6171.2 Gifted and Talented: ESSA, NJSLS, clause about PARCC as a potential measure for placement. Exceeds Expectations is where the district should be IF this score needs to be used.
- 27) 6171.3 At-Risk and Title I: ESSA and NJSLS
- 28) 6171.4 Special Education (This is the comprehensive definition/ legal jargon of Special Education): ESSA, building code statutes, other legal references, Text of the policy is overhauled and reordered to be more consistent with current code. An Exhibit is also included to highlight the NJDOE Procedural Safeguard Statement. This statement is a general statement to promote an equitable approach to providing services( page 36 of 36). The addendum is an annual SOA.
- 29) 6172 Alternative Education/ Home Schooling clauses: with changes to 6171.4 Special Education, this policy had a few text changes. I also included a highlighted passage about home schooled students participating in school-related activities... this can be changed by the Board, but has been my recommendation the past six years.
- 30) 6173 Home Instruction: NJSLS
- 31) 6178 Early Childhood Education/ Pre-School: ESSA, NJSLS, legal references
- 32) 6300 Evaluation of Instructional Program: ESSA

Ayes: 6 Nays: 0 Abstain: 0 Absent: 1

# Oxford Township BOE Meeting Minutes July 20, 2017

---

## OLD BUSINESS

Ms. DeRiso reiterated the October school boards workshop dates to be October 23<sup>rd</sup> to the 27<sup>th</sup>. Mr. Norton confirmed his attendance and Mr. Lewis-Lahey indicated interest but is awaiting permission to use professional development days at work in order to go.

Mr. Magnuson confirmed posting all policies on the district website.

Mrs. Miller asked if physical forms were sent home with students and Mr. Magnuson responded yes they were in the Spring.

Mrs. Miller asked what the policy is when an aide's student is absent. Mr. Magnuson responded the the employee is given work to do in the school.. She also asked if the PTA had donated a water bottle filling station and Mr. Magnuson replied that he had not heard from the PTA on this topic.

## NEW BUSINESS

Mr. Bee asked if Mr. Magnuson planned to eliminate 6<sup>th</sup> grade recess. Mr. Magnuson replied that he is working with scheduling to see if it will be possible.

Mr. Lewis-Lahey asked who to call with questions regarding the Warren County Vo-Tech (WCVT) school bus and Mr. Magnuson replied that WCVT should be called.

PUBLIC COMMENT – Policy No. 1120 “Board of Education Meetings” Residents are invited to respectfully share their concerns, comments and suggestions. None

## ADJOURN

Motion by Mr. Norton, seconded by Mr. Bee, to adjourn the meeting of the Oxford Township Board of Education at approximately 8:29 pm.

Respectfully submitted:

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Nancy A. DeRiso, CPA